

## How to Log In / Sign In

To log into NEXI, you will need your CORP login credentials and B-Unit or B-Unit phone app (this is the same username and password you use to log into your PC or Mac workstation).

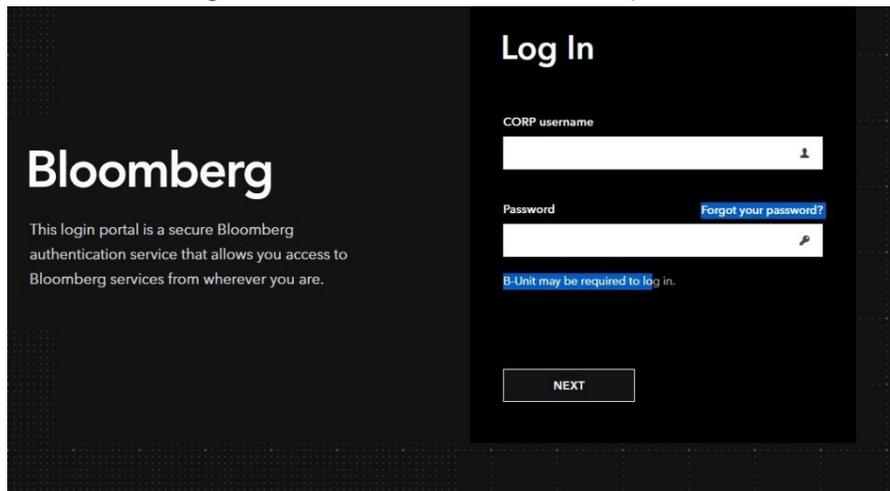
1. Double click the NEXI icon on your desktop. If you cannot find it, click the **START** button, type **NEXI** and Windows will display the NEXI icon.



2. Click the icon to launch NEXI.



3. Click **CONTINUE** to log into NEXI. A browser window opens.



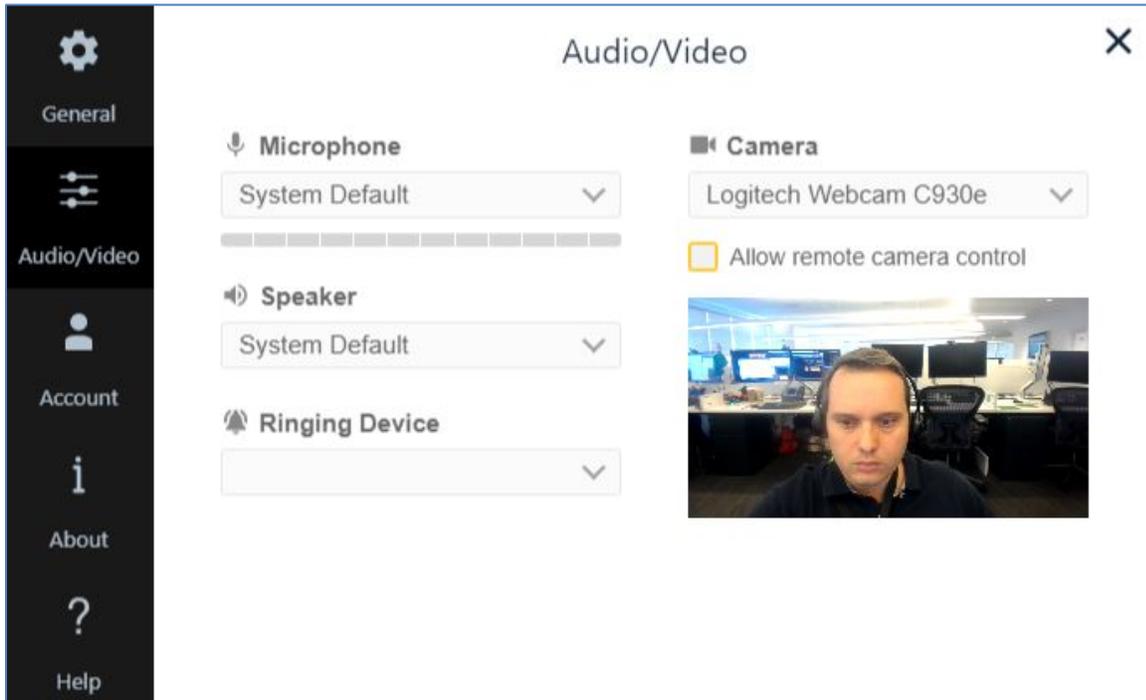
4. Log in with your CORP username and Password. (This is the same username and password you use to log into your PC or Mac workstation.) The *Bloomberg SSO* screen is displayed.
5. Log into the *Bloomberg SSO* screen using your B-Unit or B-Unit phone app. **Note:** If you are already logged into the Bloomberg Terminal, you should not need to log into the application as it will use your terminal login token for authentication.

Once you complete the verification process, the NEXI application displays your contacts on the left side.

## Audio/Video Settings

### Audio Settings

To optimize your NEXI experience, your audio devices (microphone and speaker) are set using your PC's Sound property settings. Hover over each audio device and a tooltip box to display the device settings for the Microphone, Speaker, or Ringing Device on your PC. A typical desk with a Plantronics Savi headset should display the following settings:

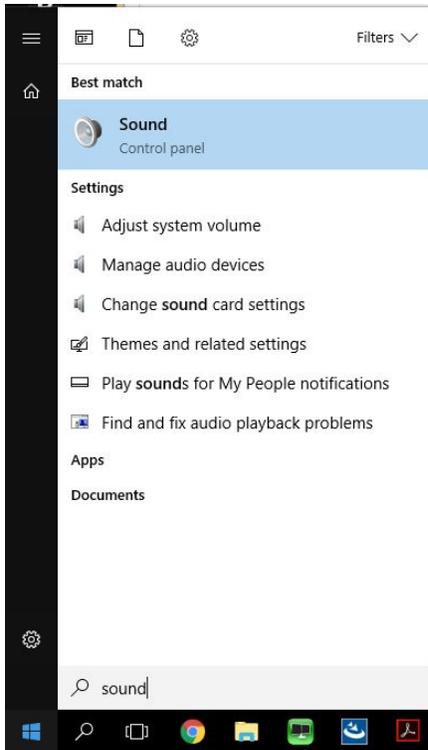


**NOTE:** If you need assistance to update the settings, enter an SDSK to keyword "PC Settings"

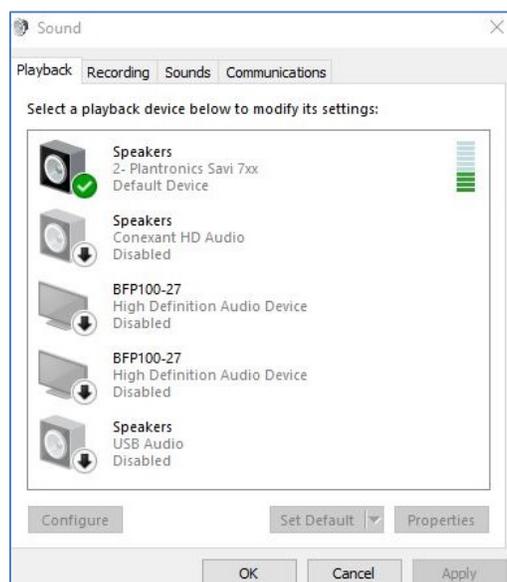


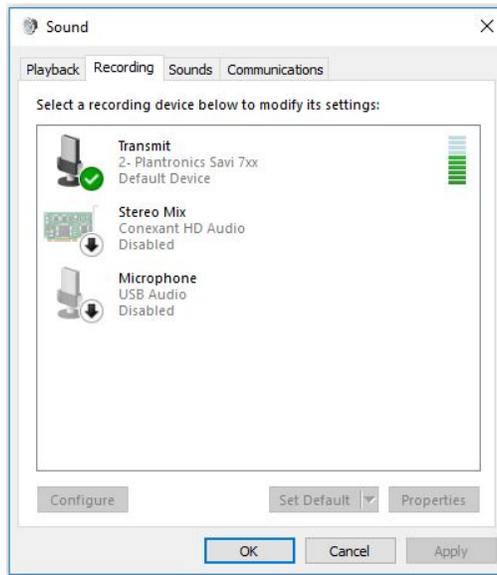
## Managing Audio Devices

1. To manage the audio devices on your PC, right click the speaker icon on the right side of your Windows taskbar, or click the magnifying glass on the left side, search on “*sound*”, and select the **Sound** option:

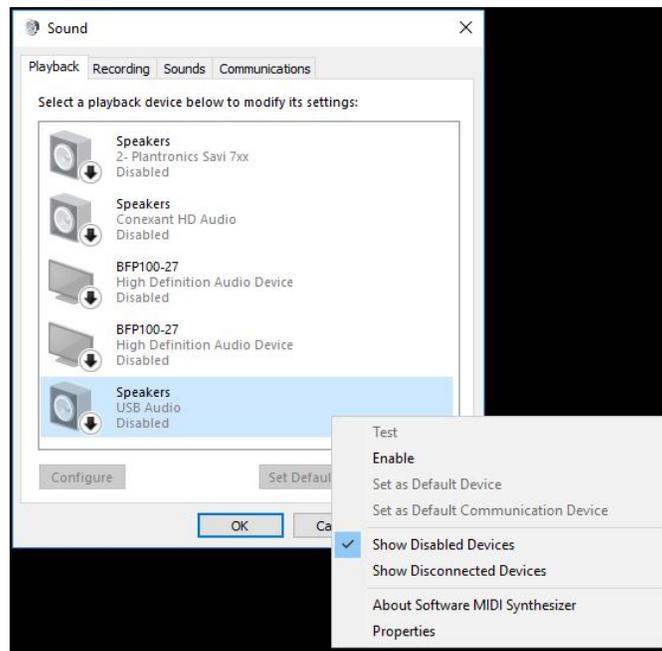


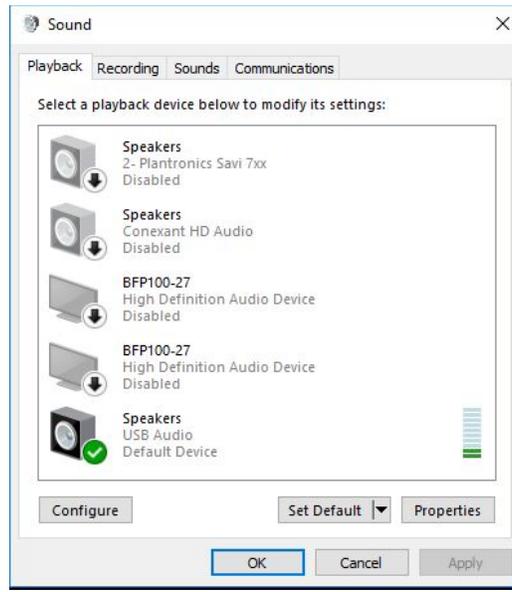
2. At a typical Bloomberg desk, the Plantronics Savi headset is set as the primary playback and recording device, as shown here:





3. If you connect headphones via the Bloomberg keyboard or PC, you must change your settings to set the keyboard or PC as the *Default Device*, and the headset as the *Default Communications Device*. NEXI will always set the microphone and speaker as the *Default Communications Device* if you use additional devices. To do this, right click one of the enabled devices and select either **Set as Default Device** or **Set as Default Communications Device**.

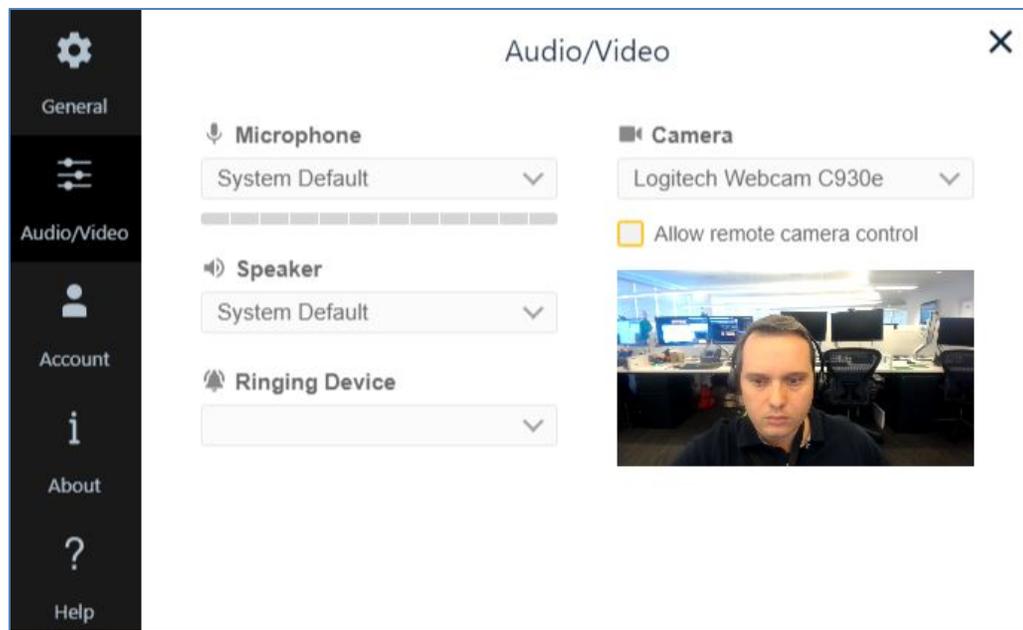




**NOTE:** The Bloomberg Keyboard also has a built-in microphone; however it is strongly advised that if the microphone is enabled as the *Default Communications Device*, right click to disable it and select your headset device.

## Camera Settings

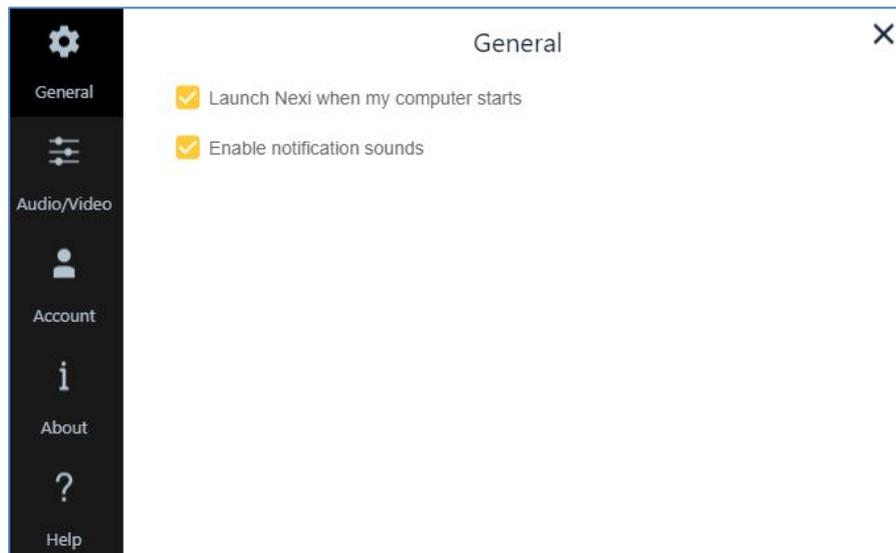
To check your camera settings, click the **Settings** icon in the upper right corner of the NEXI main screen, then click the **Audio/Video** icon to display your audio/visual settings.



- A preview of your camera is available to verify if NEXI detects the camera.
- A checkbox is available to **Allow remote camera control**, which enables other users to adjust your camera if you are sitting off center or otherwise not visible. **NOTE:** This function is only available *during a call*, and is intended to provide minor adjustments for the convenience of others speaking to you.

## Notification Sounds

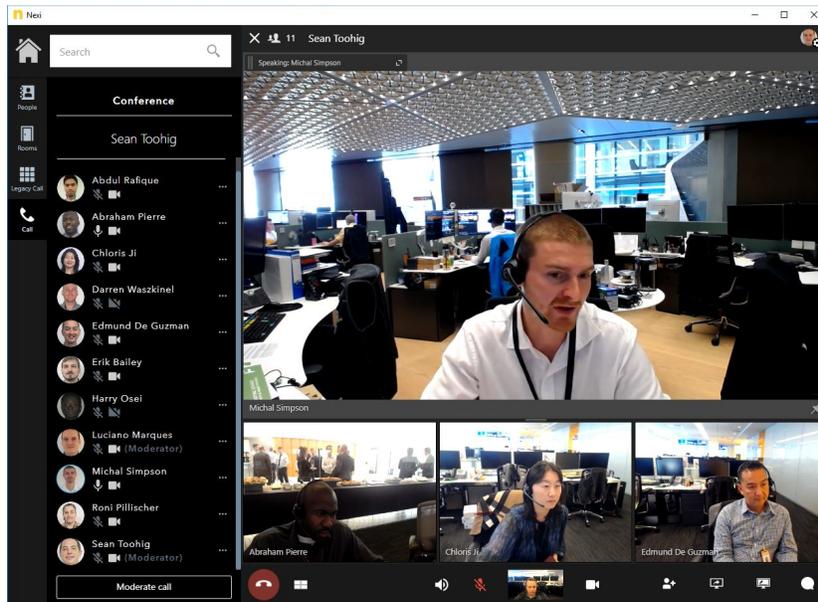
When you are on a NEXI call, you may want to mute the chime sound, which indicates when people join or leave the call. In the *Audio/Video* section, uncheck **Enable notification sounds** to mute the notifications.



## Moderate a Call

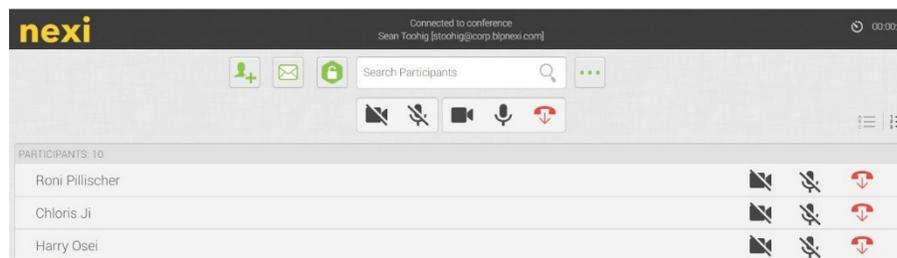
While on a NEXI call, NEXI's moderation function allows you to control the camera and audio of each participant by using the "Moderate Call" button in the contact list. In addition to moderating your NEXI room, you can also moderate unique pins with a 6-digit moderator pin code. The moderator pin code can be found in your APPT under the conference tab. You may delegate moderation to another user by providing them the moderator pin.

1. Click on the three line icon in the upper left side of the call window to display the contact list. The *Moderate Call* option is displayed at the bottom of the list.

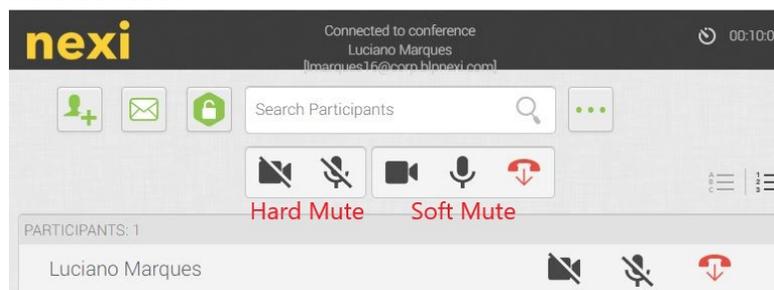


2. Set the options to moderate the call as follows:

- Mute All Mics – SOFT MUTE all mics but your own, while allowing participants to unmute as needed.
- Mute All Cameras – SOFT MUTE all cameras while allowing participants to unmute as needed.
- Disconnect all Participants – disconnect all participants in the call including yourself.
- Open In Browser – opens the moderation functions in a browser window and gives you a detailed view of the call, as well as additional controls over the call.



- You can HARD MUTE all mics and cameras. Participants will *not* be able to unmute devices.



- You have fine control of the mics and cameras of each participant, which is useful for managing problematic participants.

## Mute Audio and Video

To mute or unmute the audio or video functions while on a NEXI call, click the microphone or camera icons on the left and right of your camera preview.

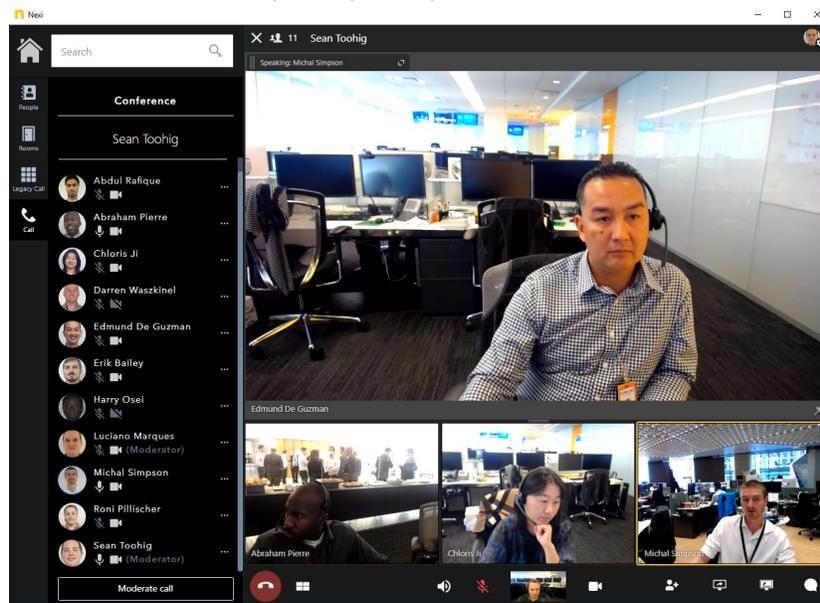


You must click these icons again if you need to be seen or heard.

## Camera Preview Thumbnail Pin/Unpin

Use the *Pin* option if you need to lock a participant on your screen or want to see your camera preview larger. You can also do this for your camera preview if you would like a larger view of yourself.

1. Hover your mouse over the participant you wish to pin. A push-pin icon is displayed in the lower right hand corner.
2. Click the push-pin icon. The selected participant's video is maximized in the window and remains there even if another participant speaks.

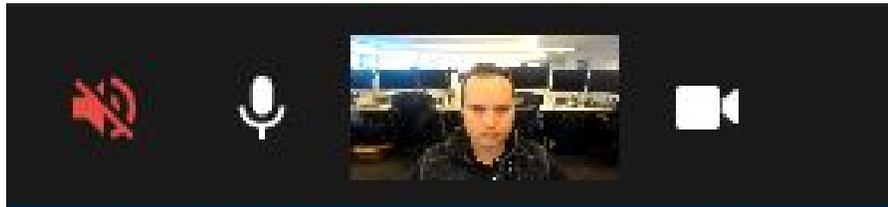


3. To unpin the participant, hover over the speaker and click on the push-pin icon again. The participant layout returns to normal.

## Mute Far End Audio

If you must listen to a colleague sitting near you, or listen to IPTV while on a NEXI call, you can discretely mute the far end audio coming from NEXI.

1. To mute, at the bottom of the NEXI call window, click the speaker icon to the left of the microphone icon.

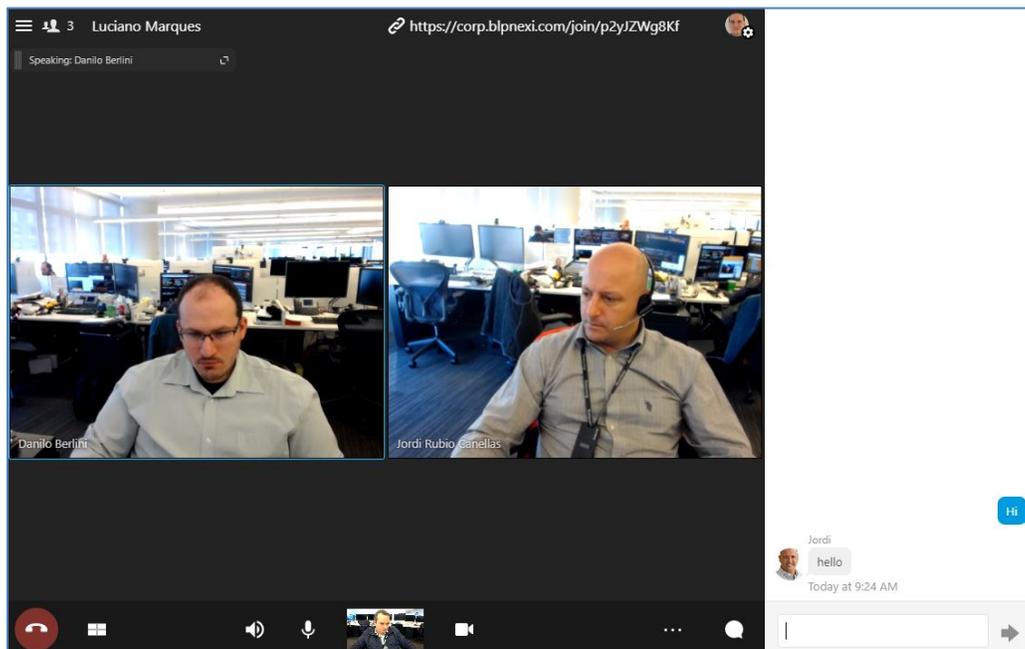


2. Unclick the speaker icon once again to restore NEXI audio, so it passes to your headset.

## In Call Chat

In addition to camera, audio, and content sharing, you can chat on a NEXI call.

1. To open the chat window, click the speech bubble icon at the bottom right of your NEXI window. The chat window is displayed.
2. Type in the field and press **Enter** to send. **Note:** Chat window content is *not* saved at the end of the NEXI call, so you should not add critical information here.



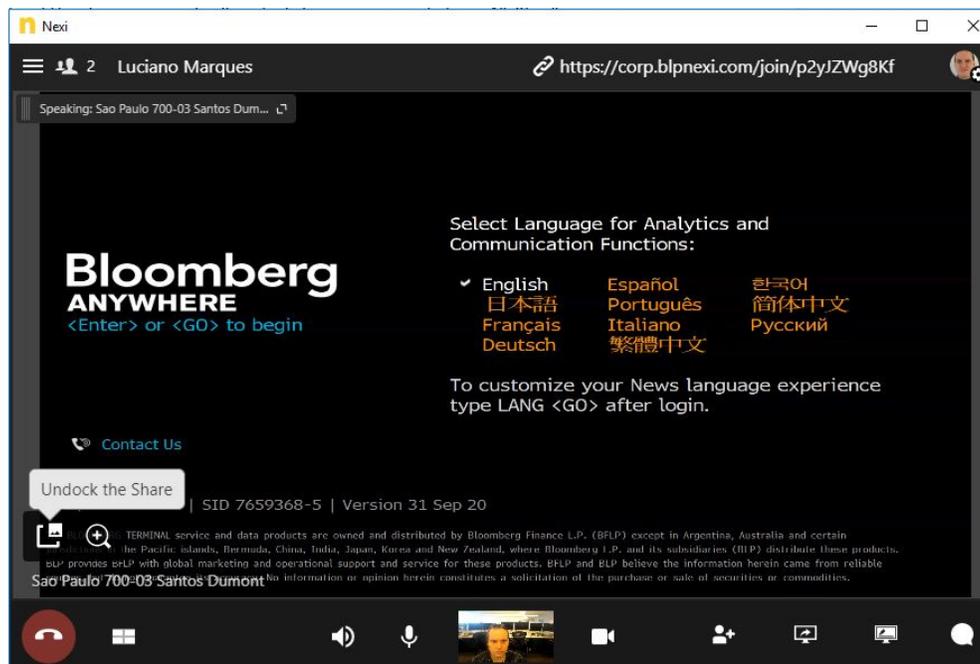
3. If another user posts a chat, a number within a blue circle is displayed next to the speech bubble. Click the speech bubble icon to open and view the chat.

## Shared Content

Often when a participant shares content on a NEXI call, you may need to view the content in a larger format, or may prefer to view the other participants instead.

### Undock Shared Content

1. When content is being shared, hover your mouse over the content to display a double box icon in the lower left hand corner.



2. Click the double box icon to display the shared content in a new window, which can be resized as needed. The main NEXI window now shows all participants in your selected layout.

### Dock Shared Content

To dock shared content back into the primary NEXI window, do *one* of the following:

- Click the **X** on the window next to the *Maximize* and *Minimize* controls. The content window moves back to the primary NEXI window.
- Hover over the shared content to redisplay the double box icon in the lower left hand corner. Click that icon to move the content back to the primary NEXI window.

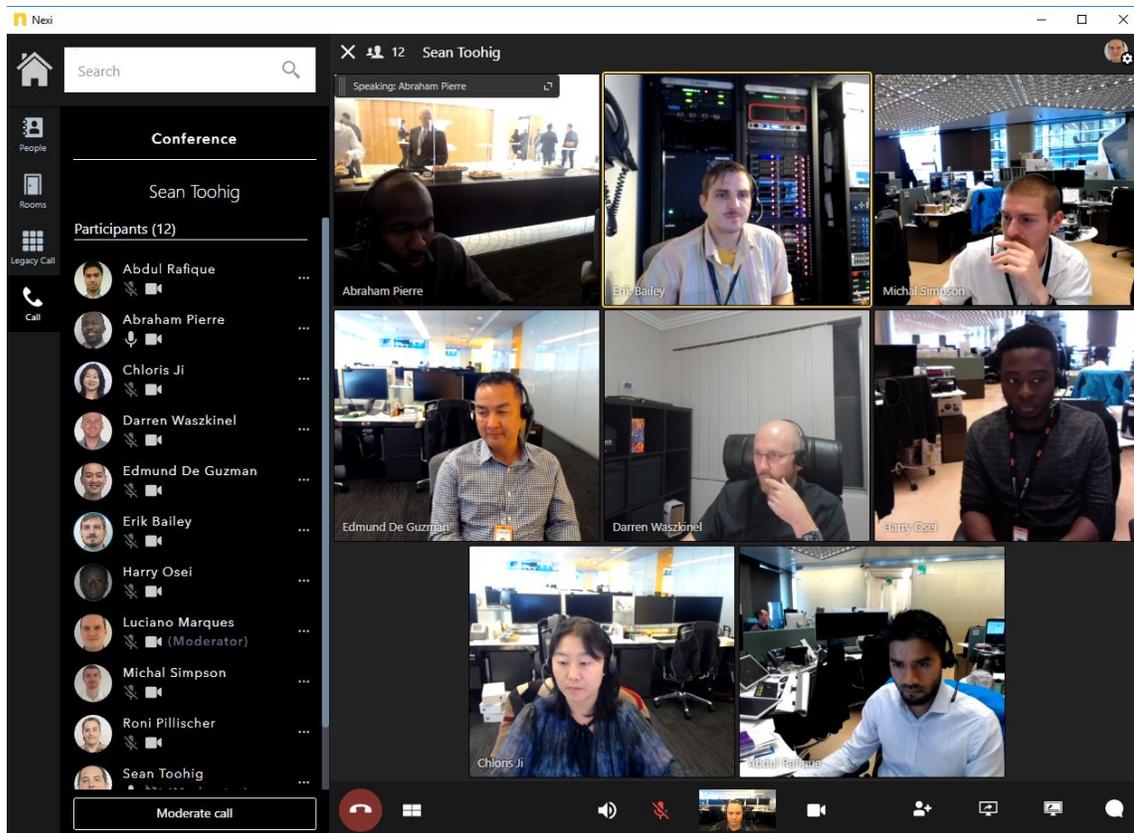
## Changing Participant Layout

You can change the NEXI participant layout as needed. While on a NEXI call, the following icon is displayed in the NEXI window:



Click the icon to move between the following two views:

- Equal Size Participants – in this view, NEXI displays all participants' images as the same size and equally distributes them to fit in the primary window Image.



**Note:** This view adapts to the size of the NEXI window itself. The larger the window, the more participants you will see. The smaller the window, the less participants you will see.

- Primary Speaker – in this view, NEXI maximizes the size of the loudest speaker, placing them front and center. All other participants are displayed smaller and below the speaker in a row.

## Invite Another Participant

If you are on a 1-on-1 NEXI call and wish to have another person join:

1. Click the following icon located to the right of your camera preview.



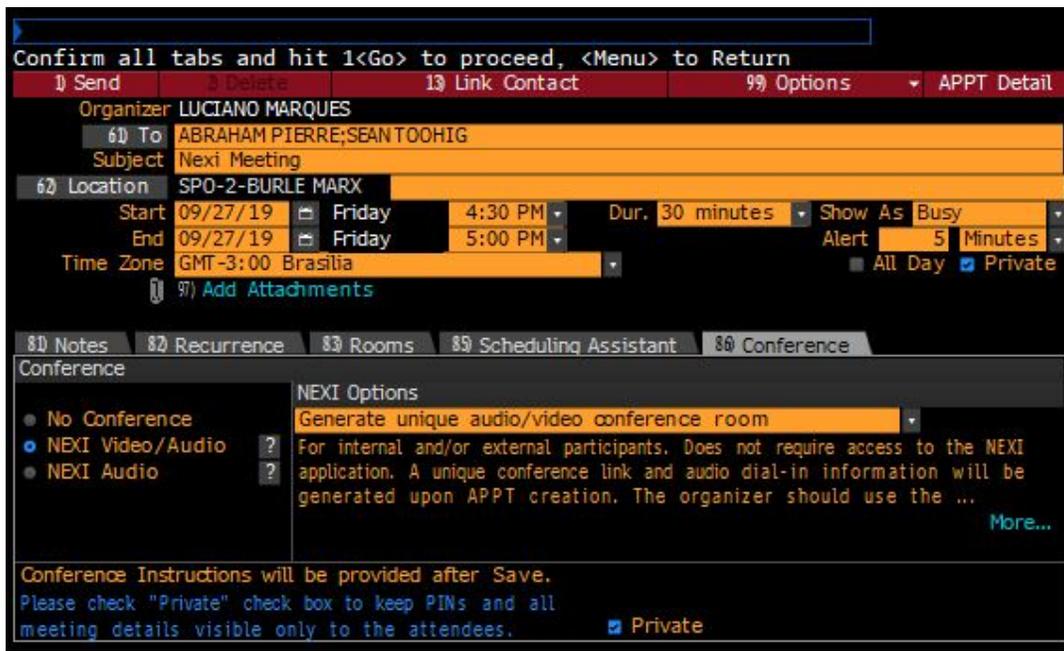
A pop-up window opens with the following options:

- Search – search for another person using their first or last name.
  - Call – connect your call to a legacy SIP/H.323 system.
  - Link– allows you to copy the link to your room for others to join from outside or inside Bloomberg
2. When you select the *Search* and *Call* options, the **Invite User** button is displayed. Click the **Invite User** button and that user will be invited to join the NEXI call.

## Create a Unique NEXI Invite

If you are having a large meeting and need to conference in all participants, you can use APPT to generate a unique PIN number:

1. Create an APPT on your Bloomberg Terminal as you would any meeting.
2. To generate a unique Pin number, select the *Conference* tab. By default, the tab is set to *No Conference*, but can be changed to select a conference with *NEXI Video/Audio* or *NEXI Audio*.
3. In *NEXI Video/Audio*, click the *NEXI Options* drop down menu and ensure the **Generate unique conference room** option is selected.



Confirm all tabs and hit 1<Go> to proceed, <Menu> to Return

1) Send 2) Delete 13) Link Contact 99) Options APPT Detail

Organizer LUCIANO MARQUES

61) To ABRAHAM PIERRE;SEANTOOHIG

Subject Nexi Meeting

62) Location SPO-2-BURLE MARX

Start 09/27/19 Friday 4:30 PM Dur. 30 minutes Show As Busy

End 09/27/19 Friday 5:00 PM Alert 5 Minutes

Time Zone GMT-3:00 Brasilia All Day Private

97) Add Attachments

81) Notes 82) Recurrence 83) Rooms 85) Scheduling Assistant 86) Conference

Conference

NEXI Options

- No Conference
- NEXI Video/Audio ?
- NEXI Audio ?

Generate unique audio/video conference room

For internal and/or external participants. Does not require access to the NEXI application. A unique conference link and audio dial-in information will be generated upon APPT creation. The organizer should use the ...

More...

Conference Instructions will be provided after Save.

Please check "Private" check box to keep PINs and all meeting details visible only to the attendees.  Private

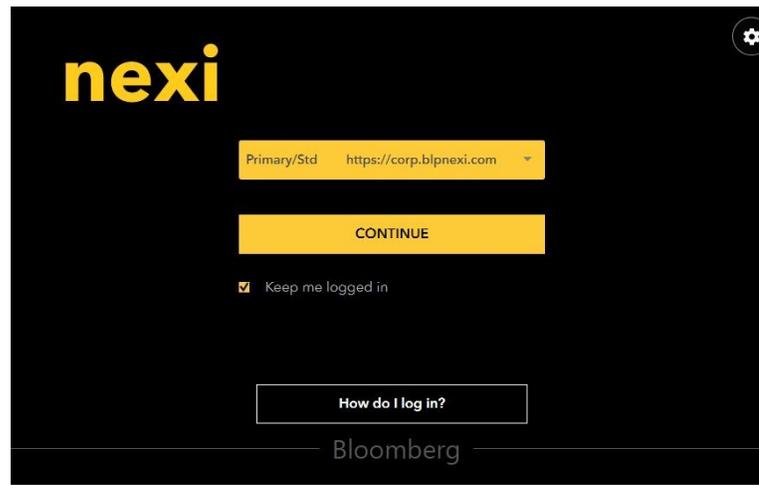
4. Additionally, click the **Private** check box to ensure that the PIN number and all meeting details are visible *only* to the attendees listed on the *To:* line.
5. Once your APPT is saved, the system will not only create the unique PIN number, but will share the PIN number and all meeting details with anyone you add in the *To:* line of your APPT.

## IOS/Android and Work From Anywhere

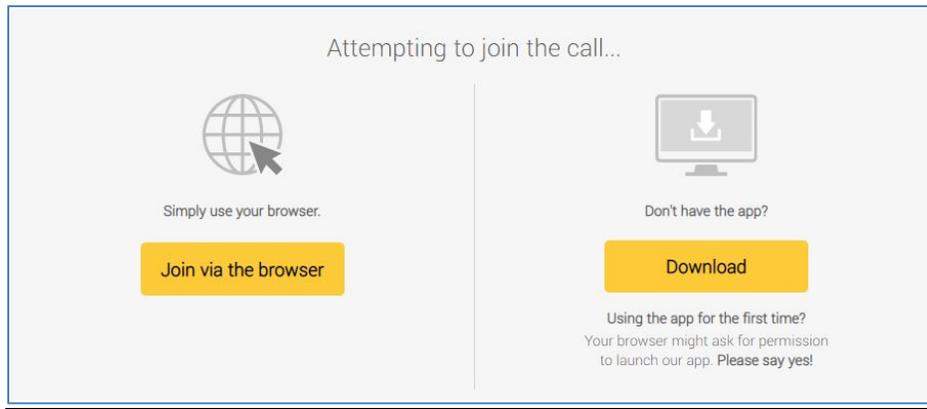
This section provides procedures for joining a NEXI call from a mobile device or while working from anywhere.

### PC/Mac

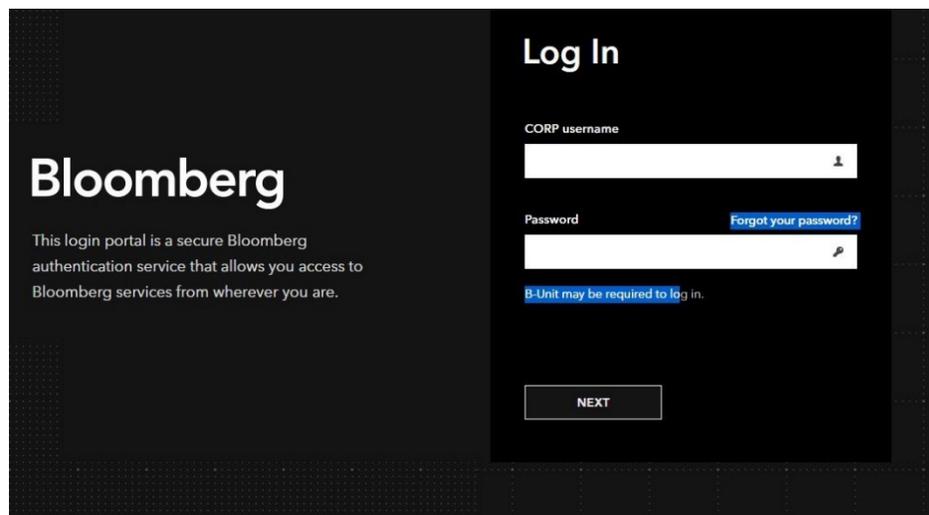
1. Open the email invitation and scroll down to the *Conference Information* section. A NEXI URL link is displayed.
2. Click the NEXI URL link. One of the following occurs:
  - NEXI installed – you are redirected to the NEXI app and presented with the option to enter your name and connect *or* to login before joining. Choose either option to connect to the call.



- NEXI *not* installed – you are directed to a browser window with two options.

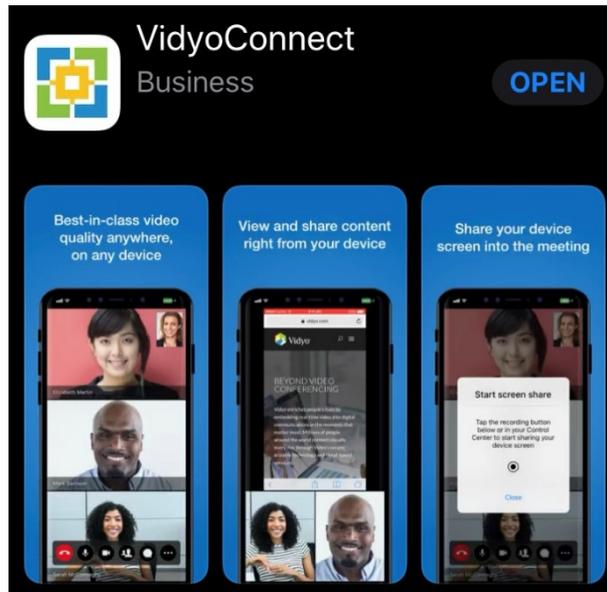


- Option1: Connect Via Browser – if you select this option, you are directed to install a browser plugin. Once installed, a pre-screen is displayed in the browser window, prompting you to enter your name and connect to join the call.
- Option2: Connect Via Application – this option downloads the application to your PC. Once installed, you then proceed as normal to log in via Bloomberg's 2-factor authentication. Once authentication is complete, you will be directed to join the call.

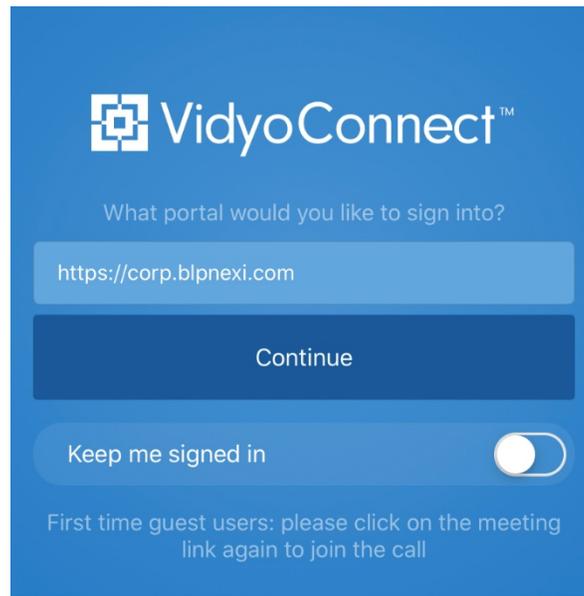


### iOS or Android Mobile Device

1. Open the email invitation on your mobile device and scroll down to the *Conference Information* section. A NEXI URL link is displayed.
2. Click the NEXI URL link. The Apple App store or Google Play Store opens (depending on the device), which directs you to install the VidyConnect app.



3. Once the VidyoConnect app is installed, accept the EULA contract, and permit the app to record video/audio and make and manage phone calls. A *Portal Address* field is displayed.
4. Enter the following URL: <https://corp.blpNEXI.com>



5. Click **Continue**. An authentication window is displayed. Enter your CORP username and password (the same username and password you use to log into your PC or Mac workstation), followed by a second authentication with your B-Unit or B-Unit app. Follow the instructions on those pages to proceed.
6. Once authentication is complete, the VidyoConnect app logs in and presents you with options similar to the NEXI desktop app. **Note:** Any subsequent invitations automatically launch the VidyoConnect app and may require you to authenticate again.

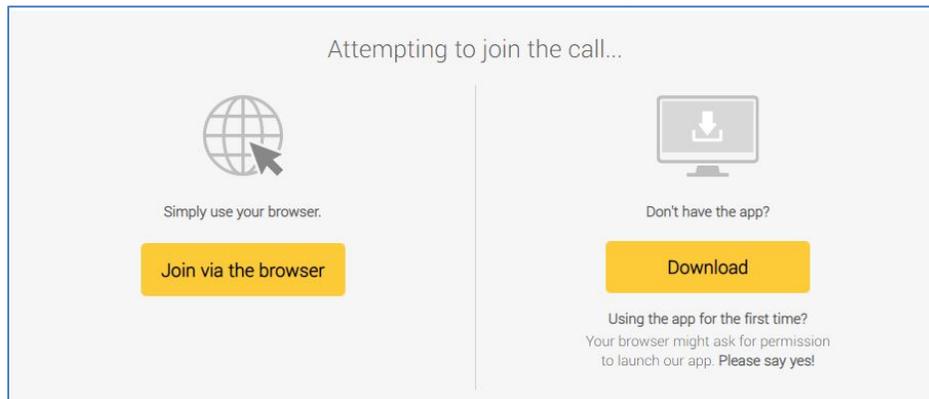
## Non-Bloomberg LP Participants: How to Join a Call

The following instructions are for external participants outside of Bloomberg LP who need to join a NEXI call. These instructions can be given to them to assist in joining the call:

### PC/Mac

Direct your guest to do the following:

1. Open the email invitation on their mobile device and scroll down to the *Conference Information* section. A NEXI URL link is displayed.
3. Click the NEXI URL link. A browser window is displayed with two options.



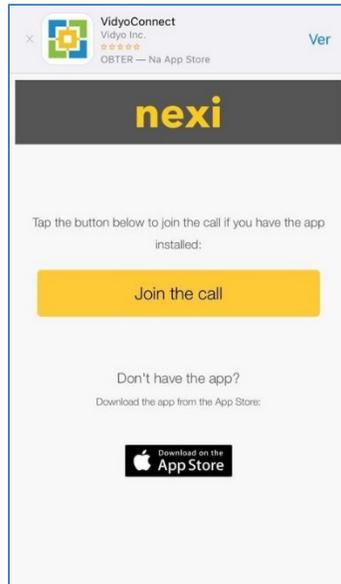
4. Click the **Connect via Browser** option. They are then directed to install a browser plugin.
5. Once installed, the browser window displays a pre-screen to your guest before joining the call with an option to enter their name and connect. Once installed, a pre-screen is displayed in the browser window, prompting your guest to enter their name and connect to join the call.



## IOS or Android Mobile Device

Direct your guest to do the following:

2. Open the email invitation on your mobile device and scroll down to the *Conference Information* section. A NEXI URL link is displayed.
3. Click the NEXI URL link. The Apple App store or Google Play Store opens (depending on the device), which directs you to install the VidyoConnect app.



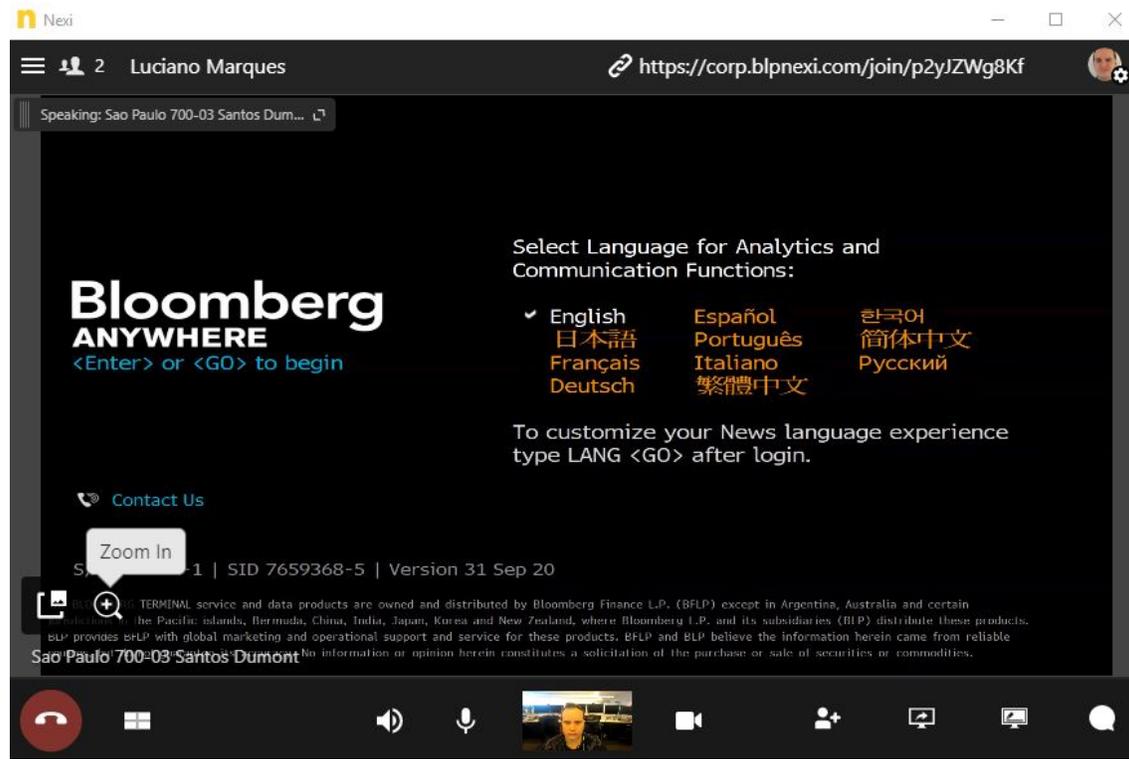
4. Once the VidyoConnect app is installed, accept the EULA contract, and permit the app to record video/audio and make and manage phone calls.
5. Once complete, have the guest navigate back to the invitation email and click on the link once again. This will reopen the VidyoConnect app and ask the guest to enter their name before joining.

## Get Help - Tips for NEXI Usage

### Larger Shared Content

When you are sharing content on NEXI, you may be asked to make the content larger so it can more easily be seen.

- A zoom function is built into NEXI. If you hover over the shared content window you will see a plus ( + ) icon. Click on the icon and the content will zoom in.



- Try using the built-in zoom function on the application you are using to increase the size for other participants.
- If you are sharing your whole PC screen, consider sharing the application only instead.